

DEFENSE CAREER INTERN PROGRAM  
RECRUITMENT ANNOUNCEMENT

LEGAL INSTRUMENTS EXAMINER (APPLICATIONS): GS-5/6/7.

JOB SERIES: GS-0963.

OPENING DATE: March 3, 2004.

FIRST CUTOFF DATE: March 17, 2004. Applications received by the first cutoff date are assured of consideration. Applications received after the first cutoff date will be considered only on an as needed basis.

DUTY LOCATION: U.S. Army Corps of Engineers, Ft. Worth District, Regulatory Branch, Permits Section, Ft. Worth, Texas.

FEDERAL CAREER INTERN PROGRAM: Recruitment is under the Defense Career Intern Program hiring authority and open to any qualified individual. The individual selected will be appointed to a 2-year internship and upon successful completion of the internship, the intern may be converted to a career or career-conditional appointment. Current employees that are career or career-conditional within an agency immediately before entering the Career Intern Program, and who fail to complete the program for reasons unrelated to misconduct or suitability, shall be placed in a career or career-conditional position in the agency at no lower grade or pay than the one the employee left to accept the Career Intern position.

QUALIFICATION REQUIREMENTS: The requirements for the job series are in accordance with the Qualifications Standards Handbook Operating Manual published by the U.S. Office of Personnel Management. Generally, requires the ability and experience to provide administrative support to the District's regulatory program in connection with the examination of permit applications, other supporting documents, and associated duties.

WHERE AND HOW TO APPLY:

Submit applications to:

Wayne Lea  
Chief, Regulatory Branch  
U.S. Army Corps of Engineers  
ATTN: CESWF-PER-R  
P.O. Box 17300  
Ft. Worth, Tx. 76102

Electronic submittals: [Wayne.A.Lea@swf02.usace.army.mil](mailto:Wayne.A.Lea@swf02.usace.army.mil)

Applicants may submit an Optional Application for Federal Employment SF-171, or a resume, or any other written format chosen, provided that it contains all

pertinent information; full name, social security number, complete mailing address, daytime phone number, education (transcript beneficial if college), experience, signature certifying accuracy of application, references, and any other beneficial information.

**DUTIES:** Serves as the principal permits application examiner in the District's regulatory program. Reviews incoming permit applications and other correspondence. Determines whether the activity requires authorization pursuant to Section 10 of the Rivers and Harbors Act and/or Section 404 of the Clean Water Act. Reviews maps, drawings, and plans, for completeness. Contacts applicants, Federal and State agencies, private industry, and the general public to obtain additional information on permit activities and to provide information on the regulatory program. Prepares transmittal correspondence and supporting documents. Responsible for assigning project numbers and entering information into the regulatory computerized database. Manages a complete and accurate database for all District permit actions including utilization of GIS. Prepares reports and monthly public notices. Provides general administrative support to the Branch, including CEFMS, P2, property inventory, routing mail, typing, assembling correspondence and permit documents, photocopying, filing, and collecting and assembling data for reports, etc.

**ADDITIONAL INFORMATION:** Contact Mr. Wayne Lea, Chief, Regulatory Branch, at 817-886-1730.

**ALL CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, AGE, RELIGION, POLITICAL AFFILIATION, OR ANY OTHER NON-MERIT FACTOR.**